



Job Opening at Solid Ground

Job Title: Administrative Coordinator

Department: Housing/Broadview Shelter

Supervisor: Program Director

Union Affiliation: OPEIU

Status: Non-Exempt

(Associated dues will apply)

FTE: 1.0

Salary Grade: 205

Solid Ground believes poverty is solvable. Our communities are stronger when we support stability and break down the barriers to overcoming poverty. Solid Ground does both. We combine direct services with advocacy to meet basic needs, nurture success, and spread change. Through our programs, people gain stability and build skills that equip them to move forward in their lives. Through advocacy, we work toward ending racism and other oppressions embedded in our institutions, policies, and culture that hold people back from succeeding. We bring the voices of people experiencing poverty into the political process, furthering social justice and supporting our entire community to reach its potential.

- Demonstrate the initiative to learn and enhance skills that promote anti-racism, cultural competency and an understanding of oppression and its impact.
- Participate in intentional learning efforts, including events relating to understanding and dismantling institutional racism and building cultural competency.

Job Summary

Broadview is a 24-hour facility providing emergency shelter (10 units), transitional housing (21 units) and support services to women, children, and youth whose lives have been disrupted by family violence, substance abuse, inadequate medical and mental health care, long periods of family separation, child abuse and neglect and poverty. Support services include on site crisis intervention, case management and advocacy-based counseling, legal advocacy, information and referral, and long-term stabilization services.

The Administrative Coordinator is responsible for the overall fiscal, contractual and administrative operations of the program and provides assistance to the Program Director.

Essential Responsibilities, Duties and Tasks

Grants & Contracts: Provides input during budget preparation and prepares statistical outcome information for all contracts and private grant applications and collaborates with the Director, Program Managers, Resource Development and Contract Monitors in preparing and submitting applications. Assist with routing contracts and keeping track of up to 16 government contracts and numerous private grants that operate on three different fiscal calendars. Works with program management to prepare, submit and track contract amendments. Compile client service and demographic information from Excel database to prepare and submit all monthly, quarterly, semi-annual, and annual reports. Monitor outcomes to ensure they are in compliance with contracts and prepare monthly reports for Program Managers. Participates in meetings with the Program Director and finance department to provide input in developing separate shelter, transitional and building operations annual budgets.

Budgets & Finance: Prepares check requests and petty cash expenditures for the shelter, transitional and building operations programs for contracts totaling over 1.6 million dollars. Monitors program expenses, to ensure they are in compliance with contract requirements, and prepare monthly updates for Program Director and Managers. Creates and maintains program fee and savings account tracking spreadsheets for all transitional clients, verifies monthly payments to post to individual accounts, and submits to finance. Prepare monthly report with information from Case Managers and Housing Supervisor. Track all Children's Program and Maintenance Department expenses and submit monthly spending reports to Program Director and department Managers. Disperse and track all client assistance vouchers distributed from the safe such as bus tickets, grocery, gas, and gift cards for various retailers. Supervise the agency reduced fare bus ticket program.

Data Tracking: Create and maintain annual Excel database for shelter and transitional programs and enter all client data. Program Administrator for Infonet, a contract mandated web-based reporting system, includes creating individual client accounts, providing technical support to staff on data entry procedures, running reports and troubleshooting.

Record Keeping: Establish and revise administrative systems and procedures as needed. Organize and maintain financial, personnel and general administrative records and files, including annual file purge and rotation to storage.

Program Support: Purchases supplies and program equipment when needed. Establishes relationships with vendors to support program needs. Supports staff with setting up voicemail on a multiline system. Trouble shoots voicemail and phone problems, as well as copier, fax and printer problems and coordinates equipment repairs when needed. Coordinates with the maintenance and housekeeping staff to determine building and janitorial supply and equipment needs for 10 shelter and 21 transitional apartment units.

Safety & Security: Work to foster an atmosphere of support and safety for residents, staff, and volunteers. Help maintain order and security in the buildings and communicate/enforce program policies and procedures.

Teamwork: Participate in program, department and agency meetings and relevant trainings as required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Education and Experience

Requires the following

- a) Two years of experience in government grants, contract administration, fiscal administration and office management.
- b) Associate's degree in finance, accounting or business management and two years of experience in contract administration, fiscal compliance and office management.

Also Desired:

- Paid and/or volunteer work experience with emergency/transitional housing programs and/or other residential programs desirable.

Minimum Qualifications:

- Excellent communication skills, both oral and written.
- Experience in interpreting government guidelines and analyzing factual information and the ability to modify processes in response to changing contract requirements.
- Demonstrated experience using statistical databases and reporting systems.
- Proven ability to organize priorities, meet deadlines, and manage peak periods of activity while maintaining accurate and confidential related files.
- Ability to work weekends, evenings and holidays as needed to make contract reporting deadlines.
- Ability and willingness to work individually in a self-directed manner and as part of a team.
- Willingness and ability to work with people from a variety of racial, cultural and economic backgrounds, with various lifestyles, sexual orientations, and of all ages.
- Interest in working in an environment that provides housing and related services to women, children and youth.
- Familiarity with issues of homelessness, domestic violence, child abuse and sexual assault, and knowledge of local resources available to assist children, youth and women impacted by these issues.

Physical Demands/Working Conditions: This position works in a crisis shelter performing specific administrative and organizational duties, 90% of the time in the office and 10% in the field at meetings. Time in the office is 85% computers, 5% meetings, and 5% phones and misc. office. Position requires employee to lift/carry 20-50 pounds seldom, and push/pull 10-20 pounds seldom. Work involves physical movement through out the facility and the ability to climb 4 flights of stairs. Position has the ability to sit/stand as needed.

Hours and Compensation: This is a regular, union position **starting at \$25.85/hr. plus benefits.** Salary range \$25.85-\$34.11. Benefits include medical, dental, short-term and long-term disability

insurance, basic life insurance, 401(k) savings plan including agency contribution and match, holiday pay, generous paid personal leave package and tax-sheltered health care and dependent care accounts. Solid Ground employees may be eligible for a standard annual increase. The amount may be determined by an employee's union membership.

Solid Ground is an equal opportunity employer committed to workplace diversity. We do not discriminate on the basis of gender, age, race and color, religion, marital status, national origin, disability or veteran status.